



POLICY
Office Document Fees

Policy No.	GG-19-215
Council Approval Date	11-Sept-19
Resolution No.	215-19
Supersedes Policy No.	-
Last Review Date	13-Sept-23

1.0 PURPOSE:

1.1 The purpose of this policy is to establish a rate charged for providing copies of public documents.

2.0 RESPONSIBILITIES:

- 2.1 Chief Administrative Officer (CAO) is responsible for ensuring compliance with this policy.
- 2.2 Council shall review this policy once per year, unless changes are deemed necessary sooner.

3.0 IMPLEMENTATION-PROCEDURE

- 3.1 An application fee of \$20.00 per document is payable at the time application to access a record or document is made.
- 3.2 Where access to a record, or part of a record, is given by providing the applicant with a copy of the record, the following fees are payable prior to any reproduction of documentation is completed:
 - a. Photocopy - \$0.25 (B&W) per page, \$0.50 (color) per page;
 - b. Computer printout - \$0.25 per page;
 - c. Electronic copies - the actual cost of the portable storage device provided to the applicant.
- 3.3 Where time in excess of one hour is spent searching for a record or document requested by an applicant, or in preparing it for disclosure, a fee of \$15.00 for each ½ hour or portion of ½ hour of that excess time is payable at the time when access is given.
- 3.4 Where a search and retrieval of electronic data is required to give access to a record requested by an applicant, a fee equal to the actual cost of the search and retrieval, including machinery and operator costs, is payable at the time when access is given.
- 3.5 Where a customer brings in their own materials to be copied or faxed, the following fees are payable:
 - a. Photocopy - \$0.25 (B&W) per page, \$0.50 (color) per page;
 - b. Fax - \$0.25 per page;
 - c. Lamination of a document - \$5.00 per page.

4.0 REVISION HISTORY

Effective Date: September 11, 2019 Initial Release Res 215-19
 Adopted by council September 11, 2019
 Reviewed August 12, 2020
 Reviewed August 12, 2021
 Reviewed August 10, 2022
 Reviewed September 13, 2023